

Butler County Board of Elections
Board Meeting Minutes
April 28, 2020

The Butler County Board of Elections met on Tuesday, April 28, 2020 at 7:00 p.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin and Poll Worker/Executive Assistant Melissa Trotta.

At 7:00 p.m. the Board met for a regular meeting to observe the pre-tabulation test of the server and the unofficial canvass. Director Noonan presented the opening zero report of the pre-tabulation test for the Board Members to sign. They also signed the summary report, which matched expected results. Then, they signed the closing zero report on the pre-test and the opening zero report of the unofficial canvass showing zero votes on the tabulation server.

Director Noonan presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.


BILLS
April 28, 2020

0100-5460-520000	Office supplies	\$	1,843.45
0100-5460-521000	Postage	\$	25,000.00
0100-5460-524000	Gas-fuel-oil	\$	29.80
0100-5460-525100	Software/ Hardware Equipment	\$	827.49
0100-5460-529000	Other mat'l & supplies	\$	25,590.86
0100-5460-530000	Maint & repair - equipment	\$	405.00
0100-5460-530075	Technology support	\$	64,657.72
0100-5460-530310	Rental/lease - equip & vehicles	\$	1,971.16
0100-5460-530550	Employee job related mileage	\$	58.65
0100-5460-536000	Contract services	\$	51,735.76
0100-5460-530250	Advertising	\$	1,258.56

PAID FROM THE GENERAL FUND


CHAIRMAN

TOTAL BILLS \$ 173,378.45


DIRECTOR

BILLS
April 28, 2020

OFFICE SUPPLIES (520000)

ESSVR, LLC

25 physical tokens for DIMs double authentications	\$	1,340.56
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Home Depot

Warehouse supplies	\$	4.18
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Office Depot Inc.

Office supplies	\$	7.74
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Pitney Bowes

Postage mail equipment supplies	\$	490.97
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TOTAL OFFICE SUPPLIES (520000)	\$	1,843.45
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POSTAGE (521000)

Pitney Bowes

Reserve account # 18850560	\$	25,000.00
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TOTAL POSTAGE (521000)	\$	25,000.00
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GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc.

Gas, Mar fuel charges	\$	29.80
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TOTAL GAS-FUEL-OIL (524000)	\$	29.80
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SOFTWARE/HARDWARE EQUIPMENT (525100)

Andrews, Joseph

1 Sk hynix 16 gb and core processor for tabulation server	\$	827.49
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TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	827.49
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OTHER MATERIAL/SUPPLIES (529000)

Corbin, Eric		
Online labels	\$	91.10
Murphy's Cleaning Supplies Inc.		
1 case disinfectant sprays	\$	89.00
Office Depot Inc.		
Election supplies	\$	620.86
Election supplies	\$	536.25
Quality Publishing Company Inc.		
25,000 printed envelopes for ballots	\$	1,300.00
10,000 10-J acknowledgement cards	\$	1,527.13
100,000 special envelopes for ballot returned	\$	8,420.60
50,000 printed envelopes for ballots inserts	\$	4,173.26
Smith, Mickey		
Toners for EV printers	\$	877.69
TNT paper supply		
20 boxes copy paper	\$	620.00
Total Office Source		
Toner and pink copy paper supplies of EV	\$	7,096.47
Uline.com		
Reclosable plastic bags for polls	\$	238.50
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	25,590.86

MAINT & REPAIR - EQUIPMENT (530000)

Peter Paul Office Equipment		
Repair and maintenance of EV printers	\$	405.00
TOTAL MAINT & REPAIR - EQUIPMENT (530000)	\$	405.00

TECHNOLOGY SUPPORT (530075)

Data Information Management Systems		
Dimsnet voterfile maintenance, Mar 2020	\$	7,304.36
Dimsnet voterfile maintenance, Apr 2020	\$	7,304.36
Noonan, Diane		
Monthly time tracking software, Apr 2020	\$	49.00
Tenex		

E-pollbook software licensing and maintenance,7/1/20-6/30/21	\$	50,000.00
TOTAL TECHNOLOGY SUPPORT (530075)	\$	64,657.72

RENTAL/LEASE - EQUIP & VEHICLES (530310)

Great American Financial Services Co New SOS copier, lease and maintenance fees	\$	235.92
Pitney Bowes Maintenance and lease, meter equipment 01/30/2020-4/29/2020	\$	1,735.24
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$	1,971.16

EMPLOYEE JOB RELATED MILEAGE (530550)

Campbell, Robert Tech runner, 03/17/2020	\$	58.65
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	\$	58.65

OTHER CONTRACT SERVICES (536000)

Corbin, Eric Repair of time stamp	\$	170.26
Frontier Communications Foreign listing, 02/22/20-3/21/20	\$	6.50
Johnson Controls Fire Protection LP Replacing 5 security doors	\$	6,079.90
Installation of 5 alarms on 9 external doors	\$	10,358.93
Millennium Business Systems Flex copies, 1/15/2020-04/14/2020 Reg/SOS	\$	1,466.17
Ontimetelecom, Inc 20,000 credits for dialmycalls and texts, Early Voting dept	\$	900.00
Ryans All Glass Inc Installation of bullet resistant glasses	\$	12,000.00
University Moving and Storage Pick-up and delivery of voting units, 3/17/2020	\$	20,754.00
TOTAL OTHER CONTRACT SERVICES (536000)	\$	51,735.76

ADVERTISING (536000-530250)

Cox Media Group

Ad, deadline to register, 3/17/2020		
Legal ad, St. Clair Twmsp tax levy, 3/17/2020	\$	369.36
Legal ad, Lemon Twmsp tax levy, 3/17/2020	\$	362.52
Legal ad, Midpointe Libary tax levy, 3/17/2020	\$	259.92
Legal ad, Hamilton City Street tax levy, 3/17/2020	\$	286.76
Legal ad, Trenton City Township Street Levy, 11/5/19		
TOTAL ADVERTISING (536000-530250)	\$	1,258.56

Director Noonan submitted Document 2, the minutes of the February 18, 2020, meeting. Member Hall moved to approve the February 18, 2020, meeting minutes on Document 2 seconded by Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan submitted Document 3, the minutes of the March 13, 2020, meeting. Member Hall moved to approve the March 13, 2020, meeting minutes on Document 3 seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan submitted Document 4, the minutes of the March 18, 2020, meeting. Member Hall moved to approve the March 18, 2020, meeting minutes on Document 4 seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan submitted Document 5, the minutes of the March 23, 2020, meeting. Member Wunnenberg moved to approve the March 23, 2020, meeting minutes on Document 5 seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	abstained
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan acknowledged receipt of the following directive:

<u>Directives</u>	2020-08	In-Person Absentee Voting on April 28, 2020; Unofficial and Official Canvasses of the March 17, 2020 Primary Election; Annual Report Extension
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Director Noonan acknowledged receipt of the following advisories:

<u>Advisories</u>	2020-06	Litigation Regarding House Bill (H.B.) 197
	2020-07	Processing Absentee Ballot Requests and Ballots

Director Noonan acknowledged receipt of the following memo:

Memorandum 2020-02	Procedures for Assisting Voters Confined to a Medical Care Facility
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Under Election Business, Director Noonan submitted Document 6, Precinct Election Official (PEO) pay for the March 17, 2020, Primary Election for board approval. Director Noonan asked the Board for approval to pay Precinct Election Officials who performed services for the March 17, 2020, Primary Election as follows: Location Supervisors \$500.00, Driving Judges \$202.05 plus mileage, Guides \$100.00, and PEOs who only trained \$38.00. Director Noonan stated the total expenditure amount is \$147,561.19 for the March 17, 2020, Primary Election. Member Penska moved to approve the pay of, Location Supervisors 500.00, Driving Judges \$202.05 plus mileage, Guides \$100.00, and PEOs who trained \$38.00 in the total amount of \$147,561.19; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.



Butler County Board of Elections
**Partial Precinct Election Official Compensation
for March 17, 2020 Primary Election**
April 28, 2020

Background

On Monday, April 13, 2020, the Butler County Board of elections received a joint statement from the Ohio Auditor of State and the Ohio Secretary of State titled, "Partial precinct election official compensation for March 17, 2020 Primary Election." That statement is attached on the next page.

The statement explains the steps the Board of Elections needs to take to in regard to the pay of precinct election officials in this election.

Required Action

- "The board of election takes action at a public meeting to authorize the payment of compensation to those precinct election officials who were trained and prepared to participate in, or who actually did perform some services in preparation for the March 2020 Primary Election;"
 - Making the following motion will satisfy this requirement
- "the board of election can provide some evidence during a subsequent audit to substantiate that each precinct election official so compensated met their service requirement as determined by the board."
 - The proofing documents created by the Poll Worker department provides this evidence

Motion

Move to pay Precinct Election Officials who performed services in the March 17, 2020 Primary Election according to the following criteria.

Location Supervisors	\$500.00
Driving Judges	\$202.05 plus mileage
Judge	\$100.00
Guide	\$100.00
Mileage	As calculated for DJ

Under New Business, Director Noonan submitted Document 7, Envelope Printer Comparison for board approval. Director Noonan stated the Butler County Board of Election received \$132,973.00 from the State for the purposes to pay for additional expenses for the extension of the March 17, 2020, Primary Election-related to the COVID-19 virus. Director Noonan stated the current envelope printer will need to be replaced before the November 3, 2020, General Election. Member Wunnenberg asked Director Noonan and Deputy Director Corbin if Digital Direct is the recommended printer. Deputy Director Corbin stated yes. Deputy Director Corbin explained it is the exact same printer that is currently being used. Member Wunnenberg moved to purchase the Digital Express envelope printer in the amount of \$13, 250.00 seconded by Member Penska. Roll call:

Roll Call

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Hall moved to go into Executive Session to discuss personnel according to O.R.C. 121.22(G)(1) at 9:37 a.m.; seconded by Member Penska. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

At 8:03 p.m. Chairman Cloud stated the Board is back in session.

Member Hall moved to go into recess; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

At 10:37 p.m. Chairman Cloud stated the Board is in back in session.

The Board Members and Director Noonan signed the results of the Unofficial Canvass for the March 17, 2020 Primary Election.

With no further business, Member Penska moved to adjourn the meeting; seconded by Member Hall. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

The meeting was adjourned at approximately 10:39 p.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member